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ABSTRACT

The Crime Awareness and Campus Security Act (CACSA) of 1990 requires higher education institutions to prepare, publish, and distribute to all students and employees an annual security report disclosing campus security policies and measures, and statistical data on criminal offenses and arrests, by September 1, 1992. This report was developed to assist two-year colleges in complying with CACSA regulations. Following an overview of the law, a sample general policy statement on campus crime and security is provided. Next, the following individual policy statements are offered: (1) Procedures and Facilities for Students and Employees To Report Criminal Acts and Other Emergencies on Campus and the College's Response to Those Reports; (2) Security and Access to Campus Facilities and Security Considerations in Maintaining Campus Facilities; (3) Enforcement Authority of the Department of Public Safety and the Encouragement to Students and Employees To Report Crimes to the Department of Public Safety and Appropriate Police Agencies; (4) Informing Students and Employees about Campus Security Procedures and Practices To Encourage Students and Employees To Be Responsible for Their Own Security and the Security of Others; (5) Programs To Inform Students and Employees about the Prevention of Crimes; (6) Monitoring and Recording Criminal Activity Occurring at Off-Campus Recognized Student Organizations Attended by College Students; and (7) Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs and Drug Abuse Education Programs. The final two sections provide a model policy report on gathering campus crime statistics, and a sample letter requesting crime statistics from police agencies. (PAA)

American Association of Community Colleges
Association of Community College Trustees

ED351055

Crime Awareness and Campus Security Act

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Important Information for Community College Trustees and Administrators

August 1992

Ira Michael Shepard

Allen D. Schwartz

JC920531

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August 1992

TO: ACCT Member Board Chairs
AACC Member CEOs

It is with great pleasure that the Association of Community College Trustees (ACCT) and the American Association of Community Colleges (AACC) provide their members with the enclosed documents as a membership service of both associations.

These documents contain model policies that are intended to provide community college boards of trustees and presidents with a policy framework for the Crime Awareness and Campus Security Act of 1990. Also included is additional information which should assist in implementing these policies.

Your national associations have developed a solution that will, in a timely and inexpensive way, solve the problem of complying with the Act. The following information has been provided by Allen D. Schwartz, of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., 29 South LaSalle Street, Chicago, Illinois 60603, and Ira Michael Shepard, of Schmeltzer, Aptaker & Shepard, P.C. (counsel for ACCT), 2600 Virginia Avenue, N.W., Suite 1000, Washington, D.C. 20037-1905. Included is an overview of the requirements for policy development under the Act, a model general policy statement, model individual policies, and a model request letter to be sent to law enforcement officials to gather the statistics required by the Act.

There are two approaches you can take using the enclosed information. The board of trustees can adopt the general, or broad policy statement, leaving the specific policy statements to be adopted as "administrative policy," or the board can adopt each individual policy, to fit the circumstances at your institution.

After the policies are enacted, we would then advise that you provide information about them to current students, employees, incoming students, parents and interested citizens. We also advise that a meeting with your "Department of Public Safety" be held to review campus safety procedures and develop a safety inspection program.

We hope that these materials prove to be of assistance to both presidents and trustees as they develop plans for implementing the Act.

Sincerely,

David R. Pierce
President, AACC

Ray Taylor
Executive Director, ACCT

The American Association of Community Colleges
and the Association of Community College Trustees
wish to acknowledge the following authors for
providing the material in this publication
which is of vital importance to our members.

For the overview and model policy
on campus crime and security (p. 11):

Ira Michael Shepard
ACCT Counsel
Counselor at Law
Schmeltzer, Aptaker & Shepard, P.C.
Washington, DC

For the model individual policy statements,
the model policy on gathering crime statistics,
and the model letter requesting crime statistics:

Allen D. Schwartz
Attorney
Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.
Chicago, Illinois

August, 1992

THE CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990 REQUIRES POLICY STATEMENTS AND STATISTICAL REPORTS BY SEPTEMBER 1, 1992

The "Crime Awareness and Campus Security Act of 1990" was enacted on November 8, 1990 after numerous parents, students, and the higher education community expressed their deep concern regarding crime on college campuses. 20 U.S.C. § 1092(f). After an extensive investigation and Congressional hearings, Congress found that the reported incidents of crime, particularly violent crime, on some college campuses have steadily risen in recent years. Congress found that roughly 80 percent of campus crimes were committed by one student upon another student and approximately 95 percent of the campus crimes that are violent involved alcohol or drugs. A Congressional committee concluded that institutions of higher education should take significant steps to improve campus security and to make the campus community aware of available security measures.

The Crime Awareness and Campus Security Act is in essence a reporting and disclosure statute to insure that students and the higher education community are made aware of the presence of crime on campus. Specifically, the Act requires institutions of higher education to prepare, publish and distribute to all students and employees an annual security report by September 1, 1992 which contains:

(1) Statements of various campus policies regarding campus security measures; and

(2) Statistical reports identifying the occurrence of criminal offenses and the number of arrests for various crimes occurring on college campuses.

The Act Requires Institutions To Publish Policy Statements

The Act requires that institutions of higher education prepare and publish various policies that encourage students and employees to report criminal offenses occurring on the premises of college campuses, as well as to notify students and prospective students of the frequency of criminal activity.

Specifically, the Act requires the following policy statements to be prepared and distributed by institutions of higher education:

(1) A statement of current campus policies regarding procedures for students to report criminal activities;

(2) A statement of current campus policies concerning security and access to campus facilities;

(3) A statement of current campus policies concerning campus law enforcement, including the enforcement authority of security personnel, and policies which encourage accurate and prompt reporting of all crimes to campus police;

(4) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and to encourage students to be responsible for their own security;

(5) A description of the program's design to inform students and employees about the prevention of crime;

(6) A statement concerning the monitoring or recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution; and

(7) A statement of campus policy regarding the possession, use and sale of alcoholic beverages and drug abuse.

The Act Requires Institutions To Publish Statistical Reports

The Act requires institutions of higher education to prepare and publish statistical reports concerning:

(1) The occurrence on campus of the following criminal offenses during the most recent calendar year and the two preceding calendar years:

a) murder;

b) rape;

c) robbery;

d) aggravated assault;

e) burglary; and

f) motor vehicle theft.

(2) The number of arrests for the following crimes occurring on campus:

a) liquor law violations;

b) drug abuse violations; and

c) weapons possessions.

These statistics are to be compiled in accordance with the uniform reporting system of the Department of Justice following the format required for data under The Uniform Crime Reports and Hate Crime Statistics Act.

Effective Date

The policy statements and statistical reports are required to be prepared, published and distributed to students and employees (and prospective students upon request) by September 1, 1992. These statements and reports are required to be prepared and published each year in publications or mailings that are available to students and employees. The Secretary of Education may request a copy of any of the policy statements or statistical reports required under the Act after that date. The Secretary may also, in coordination with representatives of institutions of higher education, identify exemplary campus security policies and procedures and disseminate the information that has proven effective in the reduction of campus crime.

Definitions

The Act defines "campus" in a broad manner to include "(i) any building or property owned or controlled by the institution of higher education within the same reasonably contiguous geographic area and used by the institution in direct

support of, or related to its educational purposes; or (ii) any building or property owned or controlled by a student organizations recognized by the institutions." 20 U.S.C. § 1092(f)(5)(A).

Further, the Act defines a "institution of higher education" to mean "an educational institution in any State which: (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, (2) is legally authorized within such State to provide a program of education beyond secondary education, (3) provides an educational program for which it awards a bachelor's degree or provides not less than a two-year program which is acceptable for full credit toward such degree, (4) is a public or other nonprofit institution, and (5) is accredited by a nationally recognized accrediting agency or association. 20 U.S.C. § 1141(a).

Ira Michael Shepard
Schmeltzer, Aptaker & Shepard, P.C.

The Crime Awareness and Campus Security Act requires institutions of higher education to prepare, publish and distribute to all students and employees an annual security report which contains ...

...statements of various campus policies regarding campus security measures...

MODEL POLICY STATEMENTS

(to be modified to fit each institution)

POLICY ON CAMPUS CRIME AND SECURITY

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act of 1990; and

WHEREAS, the Board of Trustees of _____ College intends to comply with the requirements of that Act;

NOW THEREFORE, the Board of Trustees hereby directs the administration to prepare, publish and distribute policy statements that comply with the letter and spirit of the Crime Awareness and Campus Security Act of 1990. Policy statements shall be issued covering the following areas:

(1) Procedures for students to report criminal activities;

(2) Security at campus facilities;

(3) Availability and authority of campus law enforcement;

(4) Programs available to inform students about security and the prevention of crime;

(5) Recording of crime through local police agencies; and

(6) Possession, use and sale of alcohol and drugs.

FURTHER, administration shall prepare, publish and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes specified in the Crime Awareness and Campus Security Act of 1990.

These policy statements and statistical reports should be published in publications or mailings that are available to students and employees, as well as prospective students and the higher education community, upon request.

POLICY ON PROCEDURES AND FACILITIES FOR STUDENTS AND EMPLOYEES TO REPORT CRIMINAL ACTS AND OTHER EMERGENCIES ON CAMPUS AND THE COLLEGE'S RESPONSE TO THOSE REPORTS

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act; and

WHEREAS, the Board of Trustees of _____ College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

A. The Department of Public Safety (DPS) shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act.

1. The DPS will develop rules and regulations to implement these policies and to carry out its duties and responsibilities.

2. The DPS shall from time to time, file reports with the Board of Trustees as to compliance with the Crime Awareness and Campus Security Act, problems that have arisen in its enforcement and the costs of carrying out its responsibility.

B. The DPS shall develop procedures and methods to respond to reports of crime and other emergencies on campus.

1. The DPS shall investigate the occurrence of on-campus murder, criminal sexual assault, criminal

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sexual abuse, robbery, aggravated assault, aggravated battery, burglary, motor theft and liquor law violations, drug abuse violations, weapons possessions and other emergencies occurring on the campus considered to be a threat to the safety of students and employees. (These definitions will vary as those crimes are defined by state law.)

2. The reports of these occurrences shall be reviewed to determine the information gathered can assist the College in its security program.

3. Timely reports shall be made to students and employees after such occurrences. The type and nature of the report shall be determined by the DPS. Notice of occurrences shall be placed on bulletin boards, in campus newspapers and other informational dissemination methods designed to inform students and employees of criminal occurrences on the campus.

4. The DPS and other campus organizations shall provide reasonable support services and resources to crime victims and the victim's family.

C. In the event a perpetrator of a violent crime is subject to discipline by the College, the victim of the crime shall, at the discretion of the director of the DPS, be

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permitted to obtain the results of that disciplinary proceeding.

D. Definitions of students and employees.

1. "Student" is defined as any person enrolled in one or more courses of study for academic credit.

2. "Employee" is defined as a part-time or full-time person with scheduled hours of employment on campus under the direction and control of the institution and its agents.

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INDIVIDUAL
POLICY NO. 2

POLICY ON SECURITY AND ACCESS TO CAMPUS FACILITIES (INCLUDING CAMPUS RESIDENT FACILITIES) AND SECURITY CONSIDERATIONS IN MAINTAINING CAMPUS FACILITIES

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act; and

WHEREAS, the Board of Trustees of _____ College intends to comply with the requirements of that act; and

WHEREAS, the Board of Trustees seek to provide an atmosphere of openness for the encouragement of collegiate activity on campus facilities. However, the policy of promoting openness must be balanced by controls on access to campus facilities designed to promote security in campus facilities.

NOW THEREFORE, the Board of Trustees adopts the following policy:

A. The Department of Public Safety (DPS) will develop rules and regulations on access and security of campus facilities including parking, vehicle registration and sign-in procedures.

B. The DPS shall inspect the lighting, landscaping and the College's physical plant (door, locks, etc.) to determine what improvements if any need to be made for security on the campus.

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C. The DPS will examine or cause to have examined all campus facilities to determine if any security concerns exist in those facilities.

D. Definitions

1. "Campus" is defined as any building or property owned or controlled by the College within a reasonably contiguous geographic area and used by the College in direct support of or related to its educational purposes, or any building or property owned or controlled by student organizations recognized by the College.

2. Campus shall also include any building or property utilized by the College such as satellite facilities.

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INDIVIDUAL
POLICY NO. 3

POLICY CONCERNING ENFORCEMENT AUTHORITY OF THE DEPARTMENT OF PUBLIC SAFETY AND THE ENCOURAGEMENT TO STUDENTS AND EMPLOYEES TO REPORT CRIMES TO THE DEPARTMENT OF PUBLIC SAFETY AND APPROPRIATE POLICE AGENCIES

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act; and

WHEREAS, the Board of Trustees of _____ College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

A. Members of the Department of Public Safety (DPS) are conservators of the peace. They work with local, state and federal law enforcement agencies and they seek to protect life and property, to prevent anti-social conduct and to preserve a secure campus environment.

1. Public safety officers possess all powers possessed by police officers in cities and sheriffs in counties, including the power to make arrests on view or warrants of violations of state statutes, city and county ordinances of the county in which the college is located when such is required for the protection of community college properties and interests, its students and personnel and when specifically requested by appropriate state or local law enforcement officials.

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2. The Department of Public Safety is located at _____, telephone number _____. The emergency number is _____. The officers are on duty 24 hours a day, 7 days a week.

3. The local police departments are _____

_____

B. DPS shall develop, together with the Dean of Students, procedures and methods to encourage students and employees to report criminal actions and other emergencies occurring on campus and shall further:

C. The Department of Public Safety shall report all crimes occurring on campus to appropriate police agencies will pursue cooperative relationships with municipal, county, state and federal law enforcement agencies and when requested shall aid in any investigations or apprehensions on the campus.

D. Student employees shall be encouraged to report crime on campus to the Department of Public Safety and Appropriate Police Agencies.

1. The DPS shall periodically distribute appropriate written material to explain the importance of crime reporting and how it is to be done.

2. Period public information displays shall be prepared by the DPS.

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3. The DPS shall make crime prevention pres
to student and employee groups at least
semester.

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INDIVIDUAL
POLICY NO. 4

POLICY ON INFORMING STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES AND PRACTICES TO ENCOURAGE STUDENTS AND EMPLOYEES TO BE RESPONSIBLE FOR THEIR OWN SECURITY AND THE SECURITY OF OTHERS

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act; and

WHEREAS, the Board of Trustees of _____ College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

A. The Department of Public Safety (DPS) shall inform students and employees about campus security measures to encourage all persons to be concerned about a secure campus environment and to be aware of security concerns on the campus.

1. The DPS shall develop programs and distribute appropriate materials about campus security procedures to students and employees. Security presentations will be conducted at appropriate times, including pre-enrollment and orientation visits.

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2. The DPS will develop appropriate publications about security topics, programs, procedures and personnel.

B. Students and employees shall be educated as to their personal responsibility for security and for the security of others.

1. Education shall be through appropriate programs and educational booklets.

2. The campus community will also be informed about security matters via campus media.

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INDIVIDUAL
POLICY NO. 5

POLICY ON PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act; and

WHEREAS, The Board of Trustees of _____ College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

A. The Department of Public Safety (DPS) shall develop programs to inform students and employees about the prevention of crimes.

1. The DPS shall work with the Dean of Students and appropriate employee organizations in the development of these programs.

2. The DPS shall also work with local law enforcement officials in securing appropriate written material, presenting programs and developing regulations to implement this responsibility.

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INDIVIDUAL
POLICY NO. 6

POLICY ON MONITORING AND RECORDING CRIMINAL ACTIVITY OCCURRING AT OFF-CAMPUS RECOGNIZED STUDENT ORGANIZATIONS ATTENDED BY COLLEGE STUDENTS

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act ; and

WHEREAS, the Board of Trustees of _____ College intends to comply with the requirements of that Act, and

WHEREAS, the Board of Trustees recognizes its responsibility to employ reasonable measures to monitor the behavior of students in recognized off-campus student organizations which maintain off-campus facilities or conduct activities away from campus.

NOW THEREFORE, the Board of Trustees adopts the following policy:

A. The College will monitor students activities in off-campus student organizations attended by its students.

   1. The College will maintain a system of student organization recognition and accreditation for any off-campus student organization.

   2. The College through the Department of Public Safety (DPS) will cooperate with local police agencies in monitoring any criminal activity occurring, or reported, involving recognized off-campus student organizations activity attended by its students.

B. If any problems occur as to off-campus criminal activity in off-campus student organizations, DPS will prepare a report with suggestions as to resolving those problems.

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POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS AND DRUG ABUSE EDUCATION PROGRAMS

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act; and

WHEREAS, the Board of Trustees of _____ College intends to comply with the requirements of that Act.

WHEREAS, the Board of Trustees recognizes the dangers posed by the abuse of alcoholic beverages and illegal drugs and intends to abide by and strictly enforce all state and federal law governing possession, use and sale of alcoholic beverages and illegal drugs including but not limited to the Drug Free Workplace Act of 1989 and the Drug Free Schools and Community Act of 1989.

NOW THEREFORE, the Board of Trustees adopts the following policy:

A. Students and employees are prohibited from bringing onto the campus or using alcohol or illegal drugs on campus or during any College activity. An exception to the alcohol possession and use rule may be made by direction of the president or designee in specific circumstances and designated campus areas.

B. The Dean of Student Affairs and the Department of Public Safety (DPS) shall develop appropriate materials to be distributed to all students and employees explaining

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state and federal laws on the use, possession and sale of alcohol and illegal drugs on and off campus at College activities and prepare educational programs on alcohol or drug abuse.

C. Students who violate state or federal law or the College alcohol or drug policy on campus or at College activities off campus are subject to prosecution by local state and federal officials and are subject to discipline under the Student Discipline Code and where appropriate reference to counseling.

D. Employees who violate state or federal law or the College alcohol and drug policy while on campus or at College activities off campus are subject to prosecution by local state or federal officials and are subject to discipline under collective bargaining agreements, campus policies and where appropriate reference to counseling.

E. The Dean of Student Affairs and DPS shall develop a program to provide counseling and assistance program for students and employees with alcohol and drug problems.

F. All employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of $25,000 and students who are Pell Grant recipients must notify the College within five days of any criminal drug statute conviction for a violation occurring on or off College premises while conducting College business or activities. The College shall within

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ten days after receiving such notice inform the federal agency providing the grant of such conviction within 30 days following the notification of the conviction, appropriate disciplinary action shall be taken against such employee or students. Employee or students may be required at their own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.

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The Crime Awareness and Campus Security Act requires institutions of higher education to prepare, publish and distribute to all students and employees an annual security report which contains ...

...statistical reports identifying the occurrence of criminal offenses and the number of arrests for various crimes occuring on college campuses.

MODEL STATISTICAL REPORT POLICY

MODEL LETTER REQUESTING CRIME STATISTICS

(to be modified to fit each institution)

**POLICY ON GATHERING CRIME STATISTICS
CONCERNING CRIME ON THE CAMPUS**

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act; and

WHEREAS, the Board of Trustees of _____ College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

A. The Department of Public Safety (DPS) shall be responsible for gathering of statistics concerning the occurrence of crime on campus which has been reported to campus security authorities or local police agencies.

B. Definitions

1. "Reported" is defined as an official designation by a police officer, public safety officials or persons possessing authority to determine if a crime has occurred.

2. An "arrest" has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention.

C. Statistics shall be complied in accordance with the definitions used in the uniform crime reporting system of

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the Department of Justice, Federal Bureau of Investigation and the modification in such definitions made by the Hate Crimes Statistics Act.

D. The following crimes and occurrences will be collected and reported: (These definitions will vary as those crimes are defined in state law.)

1. Murder: the willful (non-negligent) killing of one human being by another;

2. Criminal sexual assault: sexual penetration by the use of force, or threat of force, or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent.

3. Criminal sexual abuse: an act of sexual conduct by the use of force or threat of force, or where the victim was unable to understand the nature of the act or otherwise unable give knowing consent.

4. Aggravated assaults: engaging in conduct which places another in reasonable apprehension of receiving a battery and involves any of the following: use of a deadly weapon; so acting while hooded, robed or masked s to conceal identity; knowledge by the offender that the victim is a peace officer, correctional officer or fire fighter acting in execution of official duties; knowledge by the offender that the victim is a teacher or school employee on or adjacent to school grounds;

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knowledge that the victim is an employee of the State of Illinois, municipal corporation or political subdivision engaged in authorized duties; conduct on or about a public way, public property or place of public accommodation or amusement.

5. Aggravated battery: knowledge or intentionally causing great bodily harm, permanent disability, or disfigurement. Or committing a battery under the circumstances described above.

6. Burglary (breaking or entering): the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Forced entry is not a required element of the offense, so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window - included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

7. Motor vehicle theft: the theft or attempted theft of a motor vehicle.

E. Statistics concerning the number of arrests for the crimes shall also be reported:

1. Liquor law violation: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of

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alcoholic beverages (with the exception of "driving under the influence").

2. Drug abuse violations: violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

3. Weapons violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

F. Statistics will be gathered by DPS for the period beginning January 1, 1989 through December 31, 1991 and any two preceding years for which data is available and shall be annually published by the DPS in a document entitled "Report On Crime On The Campus."

1. The report shall contain summary descriptions of all policies on crime awareness and campus security and statistics concerning the crimes reported to the campus security authorities and local police agencies.

2. The report shall be disseminated to students, employees and other interested persons.

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3. The report shall be published in the College newspaper and a notification of its availability shall be published in newspapers of general circulation in the territory served by College.

4. The annual report shall be available at the Public Safety Office for distribution to persons who inquire about that report in person or by mail or telephone. The annual report shall be submitted upon request to the United States Secretary of Education.

5. The first annual report shall be prepared by September 1, 1992. It shall be distributed to current students and employees, and thereafter distributed to new students and new employees by publishing same in the College Handbook.

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MODEL LETTER REQUESTING
CRIME STATISTICS

_____

_____

_____

Dear _____:

As you know, the College is required under 20 U.S.C. 1092, "The Student Right to Know and Campus Security Act," to collect crime statistics on occurrences on its campus from police agencies with jurisdiction over the campus. Campus means any building owned or controlled by the College used for educational purposes or a building owned or controlled by a recognized student organization. An occurrence is reportable when it is written up or investigated by your agency regardless of the ultimate outcome.

The definitions will vary as those crimes are defined by state law. The following occurrences must be included in these statistics:

> Murder: the willful (non-negligent) killing of one human being by another:
>
> Criminal Sexual Assault: sexual penetration by the use of force, or threat of force, or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent.
>
> Criminal Sexual Abuse: an act of sexual conduct by the use of force or threat of force, or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent.

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Aggravated Assaults: engaging in conduct which places another in reasonable apprehension of receiving a battery and involves any of the following: use of a deadly weapon; so acting while hooded, robbed or masked as to conceal identity; knowledge by the offender that the victim is a peace officer, correctional officer or fire fighter acting in execution of official duties; knowledge by the offender that the victim is a teacher or school employee on or adjacent to school grounds; knowledge that the victim is an employee of the State of Illinois, municipal corporation or political subdivision engaged in authorized duties; conduct on or about a public way, public property or place of public accommodation or amusement.

Aggravated Battery: knowingly or intentionally causing great bodily harm, permanent disability, or disfigurement. Or committing a battery under the circumstances described above.

Burglary (breaking or entering): the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Forced entry is not a required element of the offense, so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window - included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

Motor Vehicle Theft: the theft or attempted of a motor vehicle.

We are also required to obtain statistics as to the number of arrests for the following crimes that occurred on campus:

Liquor Law Violations: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of "driving under the influence").

Drug Abuse Violations: violations of laws prohibiting the production, distribution,

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and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

Weapons Possessions: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

These statistics are to be compiled in accordance with the uniform reporting system of the Department of Justice following the format required for data under The Uniform Crime Reports and Hate Crime Statistics Act.

An "arrest" has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention.

In order that the College can fulfill its statutory mandate, your report of the relevant statistic should cover the period from January 1, 1989 through December 31, 1989, January 1, 1990 through December 31, 1990 and January 1, 1991 through December 31, 1991. Our filing deadline is September 1, 1992. If the data is not available, please so indicate to us at once.

Please also keep this information for each calendar year thereafter.

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I greatly appreciate your assistance. If you have any questions, you may call our school attorney _____, at _____ or the Department of Public Safety at the College at _____.

Very truly yours,

President

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